

October 27, 2010

<b>DIRECTIVE:</b> <b>JOB CORPS INFORMATION NOTICE NO. 10-35</b>
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**TO:**                    **ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS**

**FROM:**               **EDNA PRIMROSE  
National Director  
Office of Job Corps**

**SUBJECT:**           **Winter Weather Preparedness**

1.     Purpose. To ensure Job Corps centers are adequately prepared for winter weather conditions. Centers should adhere to the previously released recommended heating system maintenance and injury prevention guidance below:

- a.     Job Corps Information Notice No. 09-25, Best Practices for Preventing Illnesses and Fatalities Caused by Carbon Monoxide Exposure
- b.     Job Corps Information Notice No. 09-26, Preventing Cold Weather Injuries and Preparing Facilities for Winter Weather
- c.     Job Corps Information Notice No. 09-53, Space Heater Safety

2.     Background. Winter storms can be unpredictable. A major storm can last for several days. Storms can consist of frigid temperatures, accumulating snow, high winds, freezing rain, sleet, or ice. Winter 2010-2011 weather predictions suggest that the Pacific Northwest and northern Plains will see the worst winter weather. The Mid-Atlantic region can expect normal snowfall accumulations.

In addition to ensuring that center walkways, roofs, awnings, and parking lots are clear of ice and snow, center winter weather response plans should also include procedures to address other weather-related emergencies, including but not limited to:

- a.     loss of utilities such as electricity, heat, and fresh water;

- b. evacuation of center buildings or sheltering students on center for an extended period;
  - c. proper use of portable generators and space heaters to prevent carbon monoxide exposure; and
  - d. post-storm repairs to center buildings.
3. Action. Job Corps centers are encouraged to review and continue to implement the preventive measures described in the directives referenced above. Centers are also encouraged to contact or visit the website of their state emergency management division for more information about winter weather preparedness specific to their geographic location.

For more information about preparing for winter weather, including winterizing center vehicles, safe driving tips, and space heater safety, review the guidelines listed below:

- a. South Dakota Office of Emergency Management, Winter Weather Preparedness Guide, [http://dps.sd.gov/emergency\\_services/emergency\\_management/documents/Winter09.pdf](http://dps.sd.gov/emergency_services/emergency_management/documents/Winter09.pdf)
- b. About.com: Auto Repair, Winter Auto Maintenance Checklist, <http://autorepair.about.com/od/regularmaintenance/a/winterchecklist.htm>
- c. The Weather Channel, Driving Safety Tips, <http://www.weather.com/activities/driving/drivingsafety/drivingsafetytips/snow.html>
- d. Manchester, New Hampshire, Fire Department, Space Heater Safety Tips, <http://www.manchesternh.gov/website/Departments/Fire/FirePreventionBureau/SafetyTips/SpaceHeaterSafetyTips/tabid/1331/Default.aspx>

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Dennis Johnson at (202) 693-2876 or [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov), Curtis Massey at (202) 693-3096 or [massey.curtis@dol.gov](mailto:massey.curtis@dol.gov), Kelley Clark at (202) 693-3089 or [clark.kelley@dol.gov](mailto:clark.kelley@dol.gov), or Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).